

CHAPTER 610 HOURS OF DUTY

SUBCHAPTER 1 WEEKLY AND DAILY SCHEDULING OF WORK

1. **POLICY.** Except in situations where the head of the activity determines that the mission of the activity would be seriously handicapped or where costs would be substantially increased, work schedules will be as stable as practicable; employees will be given advance notice of changes in their tours of duty; the occurrence of a holiday will not affect the designation of the basic workweek; scheduled or unscheduled overtime work will be avoided whenever practicable; and, will be restricted to cases of real necessity or where overall economy can be clearly demonstrated.

2. **ASSISTANCE.** Please refer to Chapter 001 of this Manual for the telephone number to call for additional information or further assistance relative to this Subchapter.

3. DEFINITIONS

a. *Administrative Workweek.* An administrative workweek for General Schedule (GS) and Federal Wage System (FWS) employees is the calendar week of Sunday through Saturday. However, the hours of the administrative workweek may be varied to avoid carrying fractional workdays from one week to the next.

b. *Basic Workweek.* The basic workweek for full-time GS and FWS employees is 40 hours. It will not be scheduled over more than six of the seven days of the administrative workweek. Whenever practicable, the basic 40-hour workweek will be scheduled on five days, Monday through Friday, and the two days outside the basic workweek will be consecutive. However, for some types of operations, it may be impracticable to prescribe a regular schedule of definite hours for each workday, e.g., operations which must be carried through to completion without interruption. For full-time GS employees in these situations, the first 40 hours of duty performed within a period of not more than six days of the administrative workweek may be established as the basic workweek.

c. *Regularly Scheduled Administrative Workweek.* The basic workweek plus periods of overtime work that are regularly required constitute the regularly scheduled administrative workweek. For part-time employees, the regularly scheduled administrative workweek is the officially prescribed days and hours during which these employees are regularly required to be on duty.

4. **TIME IN TRAVEL STATUS.** See Chapter 550 of this Manual.

5. **STANDBY DUTY.** An employee will be considered on duty and time spent on standby duty shall be considered hours of work if:

- a. The employee is restricted to an agency's premises, or so close thereto that the employee cannot use the time effectively for his or her own purposes; or
- b. The employee, although not restricted to the agency's premises:
 - (1) is restricted to his or her living quarters or designated post of duty,
 - (2) has his or her activities substantially limited, and
 - (3) is required to remain in a state of readiness to perform work.

6. **ON-CALL DUTY.** An employee will be considered off duty and time spent in an on-call status shall not be considered hours of work if:

- a. The employee is allowed to leave a telephone number or to carry an electronic device for the purposes of being contacted, even though the employee is required to remain within a reasonable call-back radius; or
- b. The employee is allowed to make arrangements such that any work which may arise during the on-call period will be performed by another person.

The regulation distinguishes between off-duty employees who are on standby status and those who are on-call. Standby employees are entitled to compensation; on-call employees are not.

7. **LUNCH PERIODS.** Normally, during each eight-hour shift, employees are allowed a specified period of time off to eat lunch. This specified period of time may not exceed one hour. A lunch period is non-work time for which neither basic nor overtime compensation is payable. When a lunch period is set aside, the length of the shift or workday must be extended by the length of the non-work period. When management determines it is necessary, shifts may be scheduled without a lunch period. The employee may be permitted to eat lunch on the job when it is feasible to do so without stopping or interrupting his/her work effort.

8. **FLEXIBLE AND COMPRESSED WORK SCHEDULES**

- a. Activity Heads may establish flexible work schedules.
- b. Authority to establish compressed work schedules is delegated to Echelon 2 commanders and established schedules must be consistent with Part 610 of the Code of Federal Regulations.

c. Activities which use either flexible or compressed work schedules shall establish a time accounting method that will provide affirmative evidence that each employee subject to the schedule has worked the proper number of hours in a biweekly pay period.

d. Activities which extend recognition to a labor organization may have an obligation to negotiate the implementation of or changes to flexible or compressed work schedules. In these cases, Human Resources Office (HRO), Norfolk should be contacted prior to making any change in work schedules.

e. Questions regarding flexible or compressed workweek schedules should be directed to HRO Norfolk.

9. **SERVICE-TYPE FUNCTIONS.** Employees engaged in service type functions, including firefighters, will have fixed work schedules in accordance with the need for the services.

10. **CHANGING WORK SCHEDULES.** Employees shall be notified in advance of changes to established work schedules. Basic workweeks are scheduled for periods of at least one week, except in cases when the Activity Head determines that mission accomplishment would be seriously affected or that costs would be substantially increased

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